

CONFIDENTIAL

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16 August, 1946

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS.

SUBJECT: Blank Form for Reports.

1. Reference is made to your memorandum dated 12 August, 1946, same subject.
2. The feeling of this Office is that, in general, the form in current use, is excellent and, with minor changes as suggested hereafter, would serve every purpose which this Office can foresee.

3. The changes suggested for consideration are as follows:

- a. For heading, suggest,

C.I.G.
CENTRAL INTELLIGENCE GROUP

Information Report No.

(balance of heading, no change suggested.)

- b. For distribution outside of C.I.G., certain offices would naturally be eliminated, since they no longer exist. Suggest addition of P.B.I. and J.C.S. and also two spaces for state, as follows:- OGD and FC (the latter being the activity under Mr. Lyon.)
- c. For distribution within C.I.G., O.R.E. geographic area branches would naturally be listed and suggest addition of Director, C.I.G., Executive, C.I.G., and Office of Collection (OC). It is not believed that other C.I.G. Staffs and Offices are necessary to note, as OC reading panel extracts items of possible interest for circulation among Staffs and Offices with indicated interest.

4. The foregoing are merely suggestions - you will know how best to fit your own needs and conform to your own facilities.

5. It is suggested that the matter contained in the second paragraph of your memorandum dated 12 August, 1946, should have caused the memorandum to be classified TOP SECRET.

25X1B

C/C: XDIR;
ORE;
OD;
ICARS.

Assistant Director for Collection

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